



Workplace roles and responsibilities checklist

Yukon *Occupational Health and Safety Regulations* outline the requirements for employers to develop, implement and maintain a written violence and harassment prevention policy and procedures. These documents should describe how workers, supervisors and employers work together to prevent and address workplace violence and harassment.

Workplace violence is generally understood as the threatened, attempted or actual application of physical force toward a worker that is likely to cause harm or lead a worker to believe that they are likely to be harmed. Violence can cause physical and psychological injuries.

Workplace harassment is generally understood as any objectionable comments or behaviours that we know, or should know, are likely unwelcome. This includes any inappropriate comments or objectionable behaviour relating to a worker's sex, sexual orientation, gender identity or gender expression. Workplace harassment does not include any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Duties

Workers must do the following.

- Keep themselves and others safe.
- Treat others with civility and respect and not engage in violence and harassment.
- Report experiences or observations of workplace violence or harassment.
- Comply with the employer's violence and harassment prevention policy and procedures.
- Participate in training.

Supervisors must do the following.

- Keep themselves and others safe.
- Treat others with civility and respect and not engage in violence and harassment.
- Ensure the health and safety of workers.
- Apply and comply with the employer's violence and harassment prevention policy and procedures.
- Participate in training.

Employers must do the following.

- Keep themselves and others safe.
- Treat others with civility and respect and not engage in violence and harassment.
- Develop a violence and harassment prevention policy and procedures.
- Take steps to eliminate or minimize the hazard of workplace violence and harassment.
- Develop and implement procedures for reporting complaints of violence and harassment.
- Develop and implement procedures for documenting and investigating complaints or incidents of violence and harassment.
- Set out procedures for notification of investigation results and any corrective actions.
- Participate in violence and harassment prevention training.
- Train employees about violence and harassment prevention and the policy and procedures to prevent workplace violence and harassment.
- Review the violence and harassment prevention policy and procedures at least once every three years and updated as necessary.
- Protect workers from retaliation and provide support when workplace violence or harassment occurs, including domestic violence that affects the workplace.